



## **OVERVIEW**

The goal of the Department of the Navy (DON) eBusiness Operations Office computer based training (CBT) is to provide effective, interactive travel card training courses that require minimum computer skills. The CBT modules are role-based, targeting Cardholders, Commanding Officers/Supervisors, and Agency Program Coordinators (APCs). The training provides background in policy, procedures, and proper utilization of the DON Government Travel Charge Card (GTCC).

The CBT was developed under NMCI guidelines and requirements.

## **REQUESTS / COMMENTS**

The DON eBusiness Operations Office welcomes your comments and suggestions. Should you have questions or comments on the CBT modules, please email us at [DNe BusTraining@navsup.navy.mil](mailto:DONeBusTraining@navsup.navy.mil). Be sure to include your full name and phone number (both commercial and DSN) in your message.

## **INSTRUCTION AND APC DESK GUIDE**

On the "Travel Card Training" page we have included the EBUSOPSOFFINST 4650.1A and APC Desk Guide. Both documents have the force and effect of Navy regulations and have been converted into PDF format. You will need Adobe Acrobat Reader, Version 5.0 or later, to properly view them. This software is free and can be downloaded from the Adobe website at <http://www.adobe.com/products/acrobat/>.

## **CBT MODULES**

Cardholder. This course presents the user with GTCC information on policies and procedures affecting the Cardholder. An introduction is followed by discussion on travel card background and explanations of the Department of the Navy & Bank of America policies. The course details specifics on obtaining and using the travel card. A problem solving section provides information on problems commonly encountered when using the travel card. A post-test follows.

Commanding Officer/Supervisor. This course presents the user with GTCC information on policies and procedures affecting the Commanding Officer and Supervisor. An introduction is followed by discussion on roles and responsibilities within the program. Travel card background and explanations of the Department of the Navy & Bank of America policies follow. The course details the Commanding Officer and Supervisor's role in program establishment, management, program monitoring, and achieving program awareness. A post-test follows.

Agency Program Coordinator. This course presents the user with GTCC information on policies and procedures affecting the APC. An introduction is followed by discussion on travel card background and explanations of the Department of the Navy & Bank of America policies. The course details the purpose and importance of the APCs role in the travel card program. APC responsibilities, the purpose of controlling the program, directives to cardholders, Electronic Account Government Ledger System (EAGLS) training (including EAGLS Reporting Tool), program monitoring, and specifics about delinquency management are included. A post-test follows.



## Department of the Navy eBusiness Operations Office

### **BEFORE YOU BEGIN USING THE CBT**

**Screen Resolution.** The CBT course must be viewed using a screen resolution setting of 1024 X 768. The CBT content is not completely visible on screens with a lower resolution setting. To reset your screen resolution, follow the directions below:

1. Locate the Display Program within your Windows Control Panel. Do this by selecting "Start", "Settings", "Control Panel" from your Windows Desktop.
2. Double-click on the "Display" program located within the Control Panel.
3. Select the "Settings" Tab, write down your current Display Setting configuration (i.e. 800 by 600 pixels, 640 by 480 pixels, etc.) located on the Desktop Slider bar Control. Change the Desktop Slider Bar control to the "1024 by 768 pixels" setting.
4. Select the "Test" button and then select "OK". *Note: if your PC does not have the "Test" button, click "Apply" then "OK".*
5. Assuming you see the test pattern correctly, select "Yes" and then "OK". If you did not see the smaller display size, contact your local administrator. *Note: if your PC does not have the "Test" button, the test pattern is shown automatically as the pixel size is adjusted.*
6. You may now continue with the tutorial. To change your Display Settings back to your original configuration upon completion of the tutorial, follow these instructions and substitute your original Display setting (i.e. 800 by 600 pixels, 640 by 480 pixels, etc.).

**Audio.** The CBT has a built in feature which allows the user to listen to each module. The user will be prompted to check headset/speaker prior to beginning. A flashing yellow arrow will appear above the forward button after the audio has ended and there has been 7 seconds of inactivity.

**WinZip.** The CBT modules can be downloaded from our website. They are compressed and must be decompressed using WinZIP. Once you download the CBT modules from our website, use WinZIP software to decompress the downloaded files. If WinZIP is not available on your PC, please see your local administrator.

### **CBT FEATURES**

**About.** Feature that allows user to view the current version number, build number, and date of the CBT. Our website contains the most current version of all documentation. Be aware of the version prior to duplicating the CD, using documents, or posting to your local area network (LAN).

**Back.** Feature that allows user to back through all previously viewed screens.

**Bookmarks.** Allows course stop/start capability with a user login taking the user to the previous left off location. Lessons will be bookmarked initially with yellow checkmarks to indicate current status, followed by red checkmarks for lesson completion.

**Certificate.** Printable form available for record keeping upon 100% course completion. It is recommended that the user print the certificate when prompted; otherwise the user is required to re-take the post-test. *Note: if you do not have printer connectivity, you can press the "Print Screen" button on your keyboard (next to the F12 key) and paste the image into another document to save (e.g. Word, PowerPoint).*

**Comprehension Checks.** Review questions at the end of each lesson that provide remediation to the user, guiding them towards the correct answer.

**Documents.** Allows the user to access program specific documentation embedded within the CD-Rom.



FAQ. A culmination of frequently asked questions.

Find. Feature that allows the user to locate specific words throughout the course.

Glossary. Allows user to look up terms specific to the course material.

How Do I...?. Feature that allows the user to search in phrases, such as “How do I handle a lost or stolen card?”

Links. Allows the user to “jump” to specified links and internet sites if the user has a web browser available. An error message will display if you attempt to access a link without internet connectivity.

Menu. Feature that allows user to return to the course menu.

Post-Test. Available upon course completion. Provides coverage on entire course based on lesson objectives. 100% is the required passing score.

Pre-Test. Available only following initial user login. User is prompted with the option of taking a pre-test. A score of 100% prompts the user to print a certificate of completion and further course training is not required.

Print Screen. Feature that allows user to print the information on the current screen, provided they have printer connectivity.

Quit. Feature that allows user to immediately terminate the program. The lesson that the user quits from is bookmarked in order to return to that screen within the lesson (only if the user logged on). If during the training you need to return to Windows, press the Microsoft Windows Key (located between the Ctrl and Alt keys in the lower left of your keyboard) or Alt + Tab.

Replay. Feature that allows user to replay a screen.

Tutorial. When the CBT is executed, the course automatically runs a “How To Use This Training” lesson that instructs the user on how to navigate through the CBT. The “Enter/Return” key lets you proceed through the lesson at your own pace. The “Esc” (Escape) key bypasses this lesson. You may access this lesson from the Menu roll up within any course at any time.



## Department of the Navy eBusiness Operations Office

### **DOWNLOADING INSTRUCTIONS**

Downloading the CBT may take an enormous amount of time, so please consider your internet connectivity prior to doing so.

1. Connect to the DON eBusiness Operations Office home page at [www.don-ebusiness.navsup.navy.mil](http://www.don-ebusiness.navsup.navy.mil) and click on the "Travel Card Training" quick link.
2. Using your mouse, click on the word "Training" to begin the download process.
3. The "File Download" window will be displayed. Click on the "Save" button to continue.
4. You now must select a folder in which to save the file. If you do not have a folder already created, you can create a new folder now using the create folder button in the upper right hand area of the "Save As" window. When you have selected the desired folder and its name is displayed in the "Save in" window, click on the "Save" button.
5. Your system will continue with the download and save the file in the folder you selected.
6. When the download is complete, a "Download Complete" message will be displayed. Click the "Open Folder" button to view the downloaded file.
7. The system will open the folder that contains your file. The ".zip" extension indicates that the file was compressed using the WinZIP software to speed up the download. You must now "unzip" the file in order to run the CBT.
8. Click on the file name to open a dropdown menu. Select, "Extract to folder C:\.....". Single click on this option and the system will "unzip" your downloaded file into the folder listed.  
NOTE: Your system may not have WinZIP installed with the option to display this menu choice. Check with your local administrator if you do not see the "Extract" option available.
9. The WinZip license window will open. Click the "I Agree" button.
10. The WinZip window opens and a list of the files that are contained within the file downloaded are displayed and extracted. When the extraction is complete, this window closes to reveal the folder that now contains your extracted files.
11. RIGHT click on the folder that contains the extracted files and select "Open" from the dropdown menu. All the individual files that make up the CBT course you downloaded will be now be displayed.
12. Locate the executable file for a specific module: "run\_tc\_apc.exe" or "run\_tc\_cardholder.exe" or "run\_tc\_co\_supervisor.exe" and double click on it. This will launch the CBT course that you just downloaded. To restart this course at any time, relocate the appropriate executable file and double click on it.

### **ALTERNATE DOWNLOADING INSTRUCTIONS**

Another way of downloading is to right-click on the mouse and click "Save Target As" in the pop-up dialog box. Specify the filename and location you want to use in the "Save As" dialog box, then click "Save:". You'll now see the download running with the percentage completed. "Download Complete" will appear when the download is finished. Now, click on "Open Folder" in the "Download Complete" box. A new box will open showing you the location of your file, highlighted. Double-click on the highlighted file and you'll receive the "WinZip Wizard" Welcome box. Click on "Next". You'll now receive the "What Do You Want To Do?" box. Click the radio button that says "Unzip or install from ".\*.zip" and then click "Next". Now you'll receive the "Click Unzip Now" to unzip to the selected folder box. Note: the filename and address shown in the "Selected folder" window is where your unzipped file will be stored. Click "Unzip Now". Now you'll see the files unzipping. When the unzipping is complete the box will display "The unzip operation is complete" and the location where your unzipped files are stored is shown. Click on "Close". You can now go to the unzipped file location, double-click on the folder name you specified earlier, and then click on "run.exe to begin your training. Last, delete the \*.\*.zip file you originally downloaded as its contents have been extracted and the file is just taking up extra space.



## CREATING A USER / LOGIN / PROCEED WITHOUT RECORDS

Use the Tab key to move between fields.

\* First Name:

\* Last Name:

\* SSN (last 4 digits):

\* Rank/Grade:

\* Your APC's name:

\* Command:

Hierarchy Level (optional):

\* Email Address:

\* Password:

\* Password Again:

\* Required field

**Create a User**– Each user will be prompted to either “Create a User”, “Login”, or “Proceed without Records”.

*Create a User:* The first time you use the program, establish a user ID. Once an ID is established, your learning activity is recorded (bookmarked), allowing you to enter and leave the CBT without losing any work. Your account must be established before you can print a certificate of successful course completion. Records are stored in C:\documents and settings\my documents. *Your account must be established before you can print a certificate!*

- To create an account, select “Create a User”. You are prompted to enter your first and last name, social security number (last 4 digits), rank/grade, your APCs name, command, hierarchy level (optional), email address, and password (3-8 characters in length). This information is stored on your computer in a file called “userinfo.txt”.

Your Login consists of the first two letters of your last name plus the 4-digit SSN you entered the first time you logged in.

Login:

Password:

**Login:** If you’ve been in the program previously and have created an account, you will be prompted to enter your user ID, (the first 2 letters of your last name along with the last 4 digits of your SSN) and your password.

**To print a certificate, you must select Create User and set up a student account.**

To proceed without records, select CONTINUE.  
To set up a student account, select BACK.

**Proceed without Records:** This option is available to access the modules or reference materials embedded within the CBT. This option will NOT allow you to receive or print a course completion certificate.



#### **MINIMUM HARDWARE REQUIREMENTS**

- MPC-III compliant, Pentium 133 IBM or compatible, Central Processing Unit (CPU)
- 32M RAM expandable to 192M
- 1.2 GB Hard Drive uncompressed
- High resolution SVGA color 14inch .28 dot pitch monitor
  - Vertical scan rate of 55-90 Hz
  - Horizontal scan rate of 27-79kHz
  - Bandwidth of 80Mhz
  - Set to 1024 X 768
- Super Video Graphics Adapter, PCI 64 with 2 MDRAM
- CD-ROM 6X, 600KB transfer rate
- ISA 16 Bit Sound Board, MPU 401 compliant, external stereo speakers 40Hz to 16khz frequency response. Audio recording rate 4-44.1khz stereo, playback 4-44.1khz stereo
- Mouse and keyboard
- Printer and internet/LAN connection (V.34 compatible 28.8 modem)

#### **MINIMUM SOFTWARE REQUIREMENTS**

The courseware is designed to function under Windows 95, 98, 2000 and NT operating environments.